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Workers' Compensation Medicare Set-Aside Portal (WCMSAP) Account Setup Corporate Account

Version 3.1, 3/31/2013
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Slide notes

Welcome to the Workers' Compensation Medicare Set-Aside Portal (WCMSAP) Account Setup course.

Note: This module is intended for corporate WCMSAP account users. A corporate account indicates that the submitter is a corporate entity with an Employer Identification Number (EIN) and will be regularly submitting WCMSA requests.

As a reminder, you may view the slide number you are on by clicking on the moving cursor. Additionally, you can view the narration by clicking the Closed Captioning [CC] button in the lower right hand corner of the screen.

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Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the WCMSAP. All affected entities are responsible for following the applicable CMS instructions found at the following link:

<http://www.cms.gov/WorkersCompAgencyServices/>.

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Course Overview

- Account Setup Process
 - Establish Account
 - Establish Login Identification (ID)/Password
- Next Steps

**Slide notes**

This course will demonstrate how to complete the Account Setup, including establishing an account and a Login Identification (ID) and password. This course will also describe the next steps to follow once the Account Setup has been submitted.

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Getting Started

- Corporate entity must identify Account Manager
- Account Manager completes Account Setup as long as
 - Corporate entity has completed New Registration step
 - Authorized Representative has received mailing from Coordination of Benefits Contractor (COBC) containing
 - Personal Identification Number (PIN)
 - Account ID/Submitter ID

Slide notes

To begin, the corporate entity must identify their Account Manager. The Account Manager is responsible for completing the Account Setup.

The Account Manager may initiate the Account Setup if the corporate entity has already completed the New Registration step and their Authorized Representative has already received a mailing from the Coordination of Benefits Contractor (COBC) containing the Personal Identification Number (PIN) and Account ID/Submitter ID.

The Account Manager will need this information to complete the Account Setup.

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Getting Started

- Account Manager
 - Information recorded during Account Setup
 - Only one for each WCMSAP account
 - Controls the administration of the account
 - Manages the overall process
 - May choose to manage the entire account or invite other employees to assist in the process
- Electronic Data Interchange (EDI) Representative
 - Handles reassignment of Account Manager, if needed

Slide notes

During Account Setup, information for the corporate entities' Account Manager will be recorded. Each WCMSAP account can only have one Account Manager.

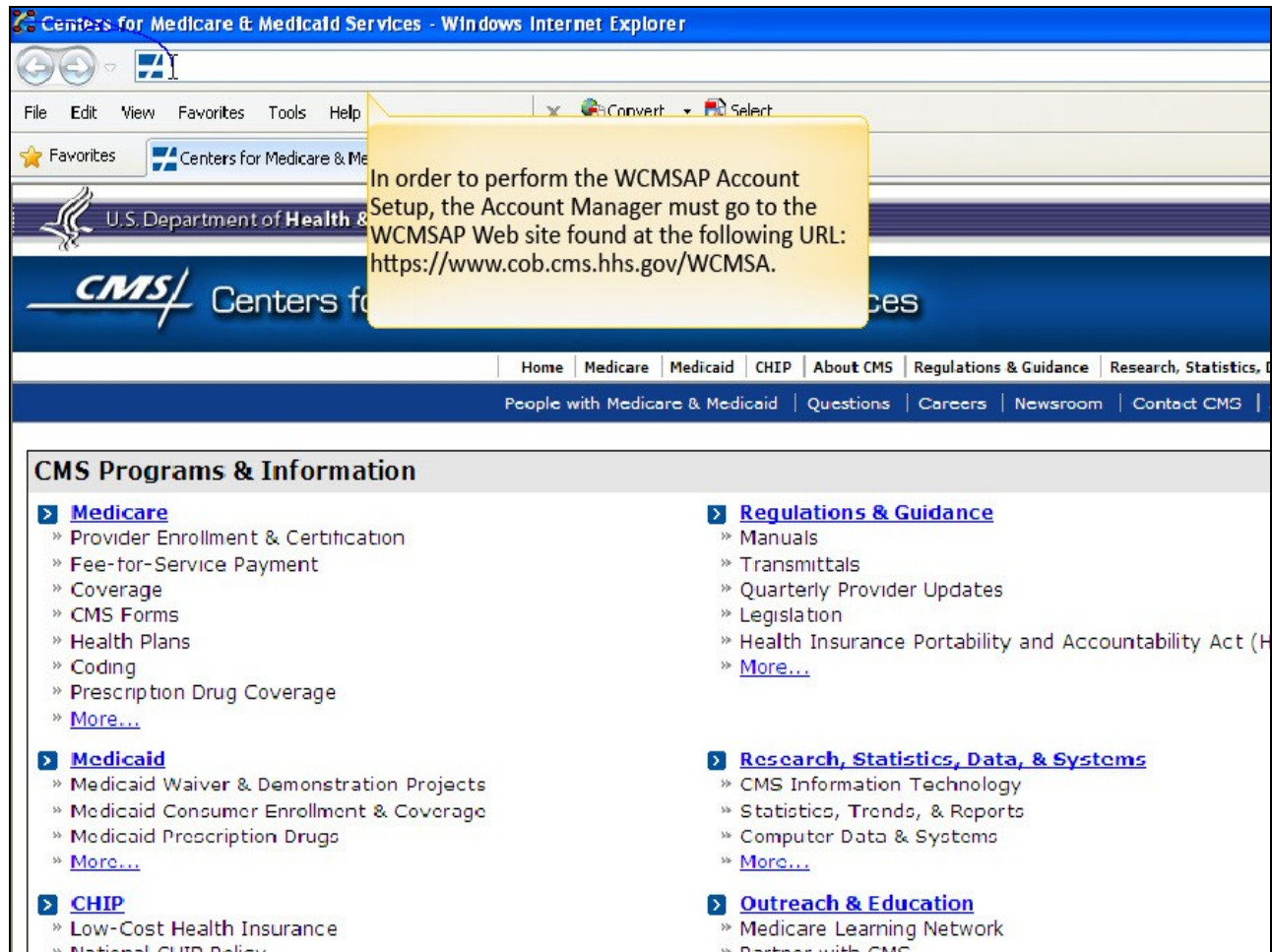
This is the individual who controls the administration of the account and manages the overall process.

The Account Manager may choose to manage the entire account or may invite other company employees to assist in this process.

For more information on the Account Manager's role, please see the Basic Functions for Account Managers CBT.

Note: A COBC Electronic Data Interchange (EDI) Representative will handle the reassignment of an Account Manager if an Account Manager needs to be changed for an account.

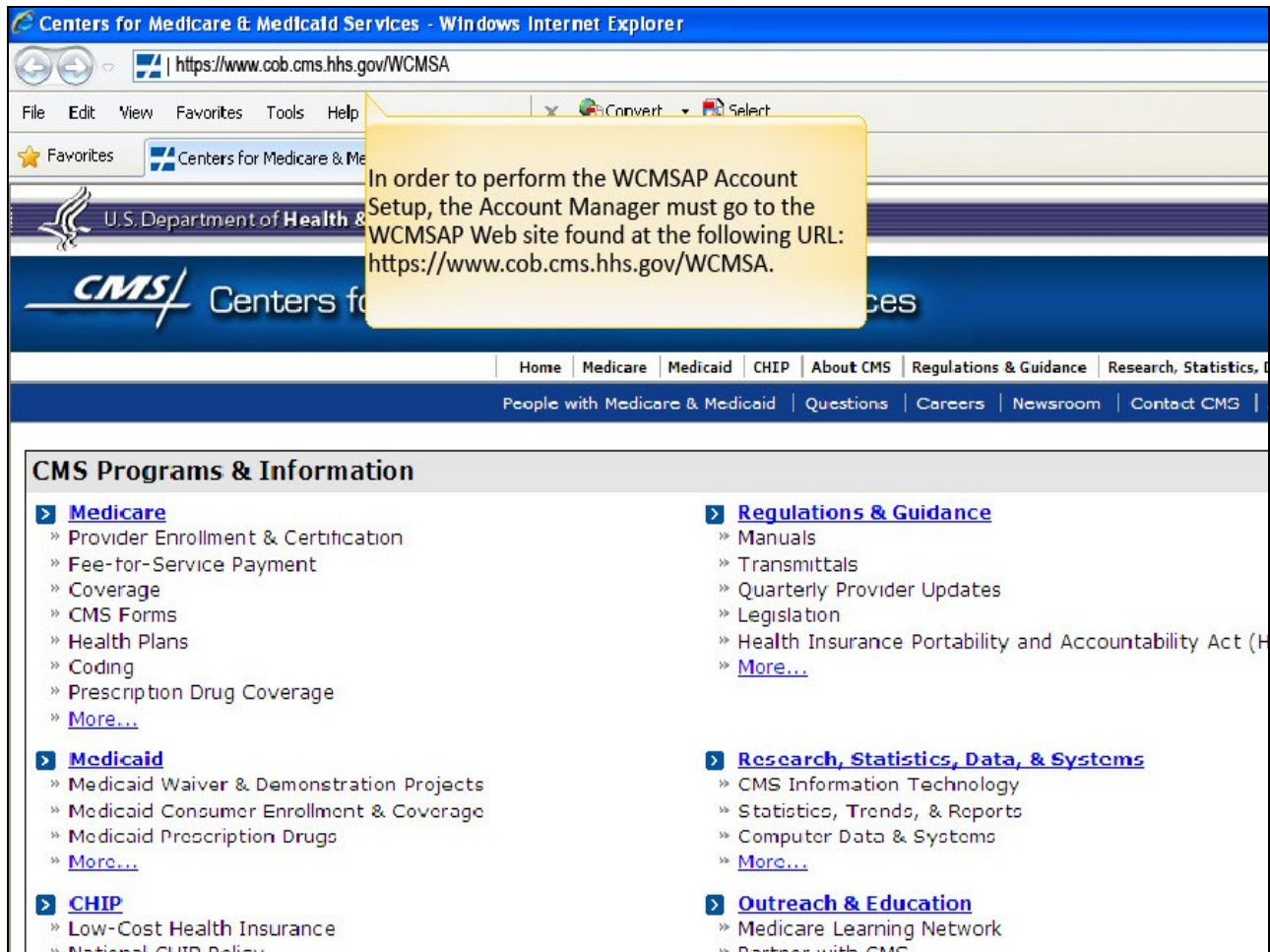
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Slide notes

In order to perform the WCMSAP Account Setup, the Account Manager must go to the WCMSAP Web site found at the following URL: <https://www.cob.cms.hhs.gov/WCMSA>.


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Slide notes


In order to perform the WCMSAP Account Setup, the Account Manager must go to the WCMSAP Web site found at the following URL: <https://www.cob.cms.hhs.gov/WCMSA>.

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Workers' Compensation Medicare Set-Aside Web Portal

Login Warning

 [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators may be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action.

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

Attestation of Information

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant, that was generated at anytime on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[I Accept](#)

[Decline](#)

¹ A Privacy Act system of records is a group of any records about individuals and under the control of any Federal agency from which information is retrieved by the name or other personal identifier of the individual

Slide notes

Each time you visit the WCMSAP Web site, the Login Warning page will display the Data Use Agreement (DUA). The DUA provides information about WCMSAP security measures including access, penalty and privacy laws.

You must agree to the terms of this warning each time you access the WCMSAP application.

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CMS Workers' Compensation Medicare Set-Aside Web Portal 

Login Warning  [Print this page](#)

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For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action.

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

Attestation of Information

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant, that was generated at anytime on or after the Date of Incident (DOI) for the alleged accident/illness/injury incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>

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Slide notes

You must review the DUA and click the [I Accept] link at the bottom of the page to continue. Otherwise, you will be denied access to the WCMSAP site and will be unable to complete Account Setup.

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The screenshot shows the homepage of the Workers' Compensation Medicare Set-Aside Web Portal (WCMSAP). At the top left is the CMS logo with the text "CENTERS for MEDICARE & MEDICAID SERVICES". To its right is the title "Workers' Compensation Medicare Set-Aside Web Portal" and a circular COB logo. A navigation bar below the title contains links: "About This Site", "CMS Links", "How To...", "Reference Materials", and "Contact Us". A "Skip Navigation" link is on the right. The main heading is "Welcome to the WCMSAP". Below it, a paragraph explains the site's purpose: "This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS)." Below this is a section titled "WCMSAP Messages" with a paragraph: "This space is reserved for system messages from the Coordination of Benefits Contractor. Check this location for important information regarding system outages, scheduled maintenance and special announcements." Further down is a "GETTING STARTED" section with the text: "For more information, refer to How To Get Started under the How To menu option." At the bottom, there are two steps: "STEP 1" with a "New Registration" button and "STEP 2" with an "Account Setup" button. Below the "Account Setup" button is the text "(Account ID and PIN required)". On the right side, there is a "Sign into your account" box containing "User Name:" and "Password:" input fields, "Forgot ID" and "Forgot Password" links, and "Login" and "Clear" buttons.

CMS CENTERS for MEDICARE & MEDICAID SERVICES

Workers' Compensation Medicare Set-Aside Web Portal

COB

[Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS).

WCMSAP Messages

This space is reserved for system messages from the Coordination of Benefits Contractor. Check this location for important information regarding system outages, scheduled maintenance and special announcements.

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

STEP 1

New Registration ➔

STEP 2

Account Setup ➔

(Account ID and PIN required)

Sign into your account

User Name:

[Forgot ID](#)


Password:

[Forgot Password](#)

Slide notes

Once you have clicked on the I Accept link, you will be brought to the Login (Welcome) page.

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CMS Workers' Compensation Medicare Set-Aside Web Portal  [Skip Navigation](#)

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS).

WCMSAP Messages

This space is reserved for system messages from the Coordination of Benefits Contractor. Check this location for important information regarding system outages, scheduled maintenance and special announcements.

GETTING STARTED

For more information, refer to [How To Get Started](#) under the [How To](#) menu.

STEP 1 **STEP 2**

[New Registration](#) ➔ [Account Setup](#) ➔

(Account ID and PIN required)

Sign into your account

User Name:

[Forgot ID](#)

Password:


[Forgot Password](#)

Click the **Account Setup** button.


Slide notes

To begin this process, your designated Account Manager must click the Account Setup button.

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Workers' Compensation Set-Aside Web Portal



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Account Setup Intro

You have selected a link that guides you through the process of establishing a new Account Manager ID for the Workers' Compensation Set-Aside Web Portal (WCMSAP). Please have your Account IDentification Number (EIN) and Personal Identification Number (PIN) available. The Account ID and PIN are listed on the mailing that was sent to your submitter contact.

If you are already associated with a Submitter on the WCMSA Web Portal, you will not be allowed to register for a different Submitter. An Account Manager is only allowed to be associated with one Submitter.

During this process you will be:

- Establishing an account for the Submitter, and
- Establishing your personal Login ID to the Workers' Compensation Set-Aside Web Portal (WCMSAP).

Before proceeding it is important to understand the roles of the various WCMSAP users, and their respective responsibilities to ensure the Submitter accounts are managed correctly. The role of the Account Manager and is described below.

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The Account Setup Intro page will display. This page describes the Account Setup process and informs you of your duties as the Account Manager.

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Workers' Compensation Set-Aside Web Portal

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Account Setup Intro

You have selected a link that guides you through the process of establishing a new Account Manager ID for the Workers' Compensation Set-Aside Web Portal (WCMSAP). Please have your Account Identification Number (EIN) and Personal Identification Number (PIN) available. The Account ID and PIN are listed on the mailing that was sent to your submitter contact.

If you are already associated with a Submitter on the WCMSA Web Portal, you will not be allowed to register for a different Submitter. An Account Manager is only allowed to be associated with one Submitter.

During this process you will be:

- Establishing an account for the Submitter, and
- Establishing an account for the Account Manager to the Workers' Compensation Set-Aside Web Portal (WCMSAP).



Before proceeding, read the roles of the various WCMSAP users, and their respective responsibilities to ensure the Submitter account are managed correctly. The role of the Account Manager and is described below.

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Read the introduction, then click Next to continue with the Account Setup process.

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**Workers' Compensation Set-Aside Web Portal**

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Account Setup

Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.

We also ask for your E-mail address to see if you are already associated to another account on the WCMSA Web Portal. Existing users will not be allowed to be associated to multiple accounts. New users must go through the process of creating a Login ID and Password.

QUICK HELP
[Help About This Page](#)

An asterisk (*) indicates a required field.

Account ID: *

Personal Identification Number (PIN): *

Account Manager's E-Mail Address: *

Re-enter E-Mail Address: *

PreviousNext

Slide notes

The Account Setup page will display.

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The screenshot shows the 'Account Setup' page of the 'Workers' Compensation Set-Aside Web Portal'. The page header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main heading is 'Account Setup'. Below it, instructions state: 'Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.' A 'QUICK HELP' button with a link 'Help About This Page' is on the right. A yellow callout box points to the input fields with the text: 'Enter the Account ID, PIN, and Account Manager's e-mail address.' The form fields are: 'Account ID: *' (text box), 'Personal Identification Number (PIN): *' (text box), 'Account Manager's E-Mail Address: *' (text box), and 'Re-enter E-Mail Address: *' (text box). A note states: 'An asterisk (*) indicates a required field.' At the bottom are 'Previous' and 'Next' buttons.

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Workers' Compensation Set-Aside Web Portal

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Account Setup

Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.

QUICK HELP
[Help About This Page](#)

We also ask for your E-mail address to see if you are already associated with the WCMSA Web Portal. Existing users will not be allowed to be associated with the WCMSA Web Portal. New users must go through the process of creating a Login ID and Password.

An asterisk (*) indicates a required field.

Account ID: *

Personal Identification Number (PIN): *

Account Manager's E-Mail Address: *

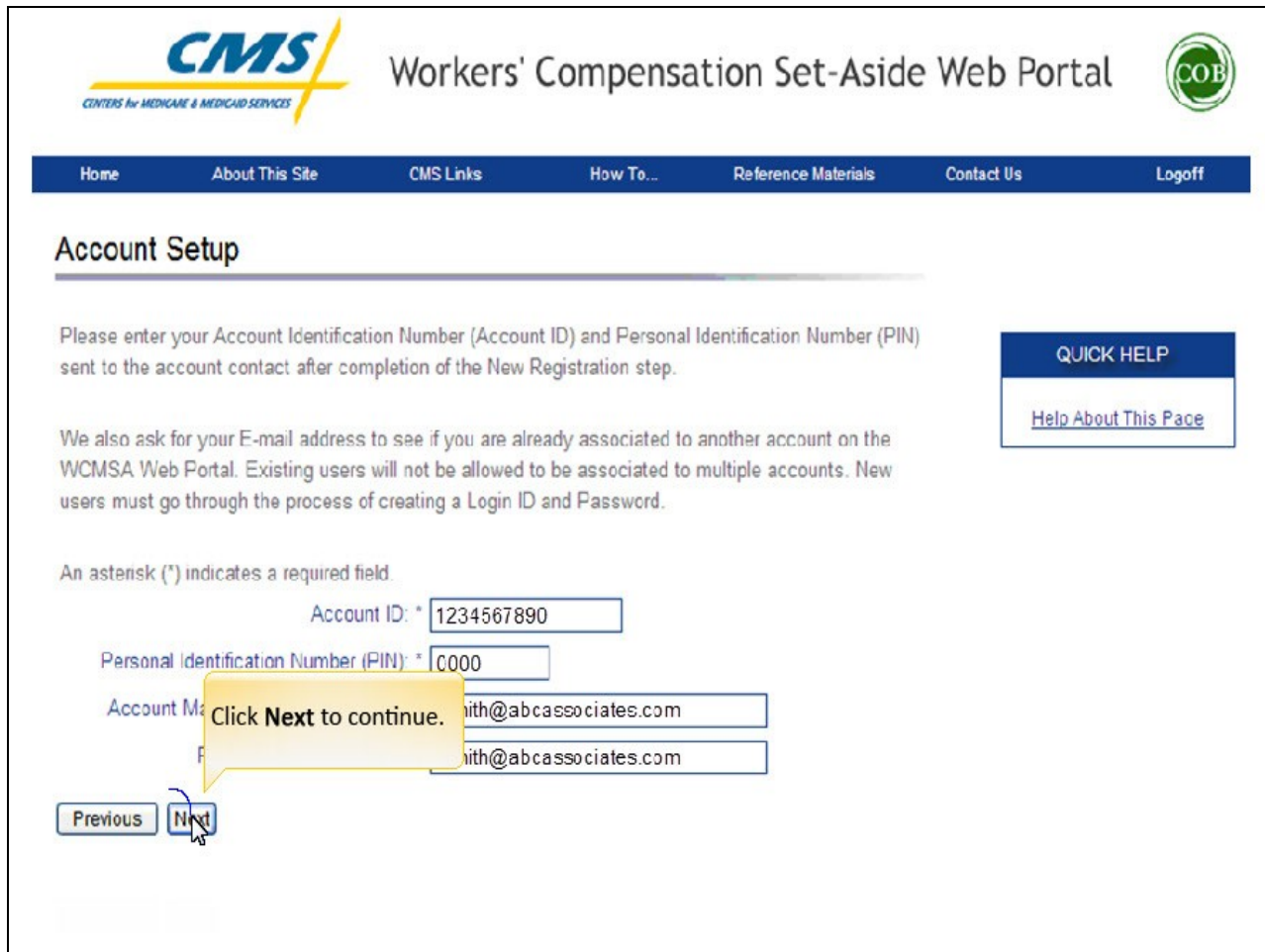
Re-enter E-Mail Address: *

Enter the Account ID, PIN, and Account Manager's e-mail address.

Slide notes

This page requires the Account Manager to enter the Account ID and PIN that were mailed to the corporate Authorized Representative. The Account Manager's e-mail address is also required in order to verify that he/she is an authorized user.

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The screenshot shows the 'Account Setup' page of the 'Workers' Compensation Set-Aside Web Portal'. The page features the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main content area is titled 'Account Setup' and contains instructions for entering an Account ID and PIN. It also mentions that users will be asked for their email address to check for existing accounts. A 'QUICK HELP' button with a link to 'Help About This Page' is located on the right. Below the instructions, there are input fields for 'Account ID: *' (containing '1234567890'), 'Personal Identification Number (PIN): *' (containing '0000'), 'Account Manager Email Address' (containing 'smith@abcassociates.com'), and 'Personal Email Address' (containing 'smith@abcassociates.com'). A yellow callout box with the text 'Click Next to continue.' points to the 'Next' button. At the bottom left, there are 'Previous' and 'Next' buttons, with a mouse cursor clicking on the 'Next' button.

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Workers' Compensation Set-Aside Web Portal

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Account Setup

Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.

We also ask for your E-mail address to see if you are already associated to another account on the WCMSA Web Portal. Existing users will not be allowed to be associated to multiple accounts. New users must go through the process of creating a Login ID and Password.

An asterisk (*) indicates a required field.

Account ID: * 1234567890

Personal Identification Number (PIN): * 0000

Account Manager Email Address: smith@abcassociates.com

Personal Email Address: smith@abcassociates.com

Click **Next** to continue.



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QUICK HELP
[Help About This Page](#)

Slide notes

When this page is completed, click Next to continue.

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Account Setup

Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.

We also ask for your E-mail address to see if you are already associated to another account on the WCMSA Web Portal. Existing users will not be allowed to be associated to multiple accounts. New users must go through the process of creating a Login ID and Password.

An asterisk (*) indicates a required field.

Account ID: *

Personal Identification Number (PIN): *

Account Manager's E-Mail Address: *

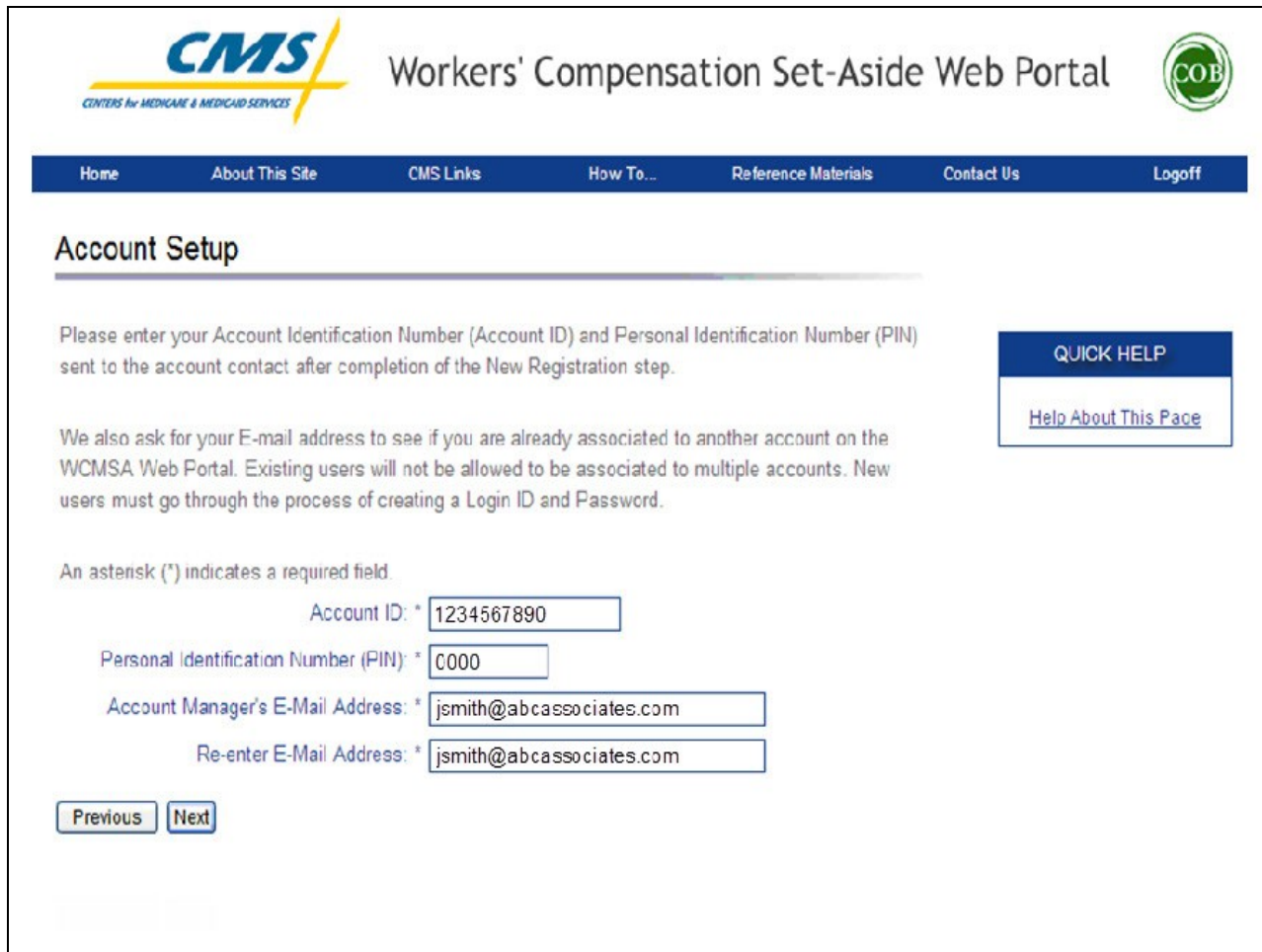
Re-enter E-Mail Address: *

QUICK HELP
[Help About This Page](#)

Slide notes

The system will validate the Account ID and PIN. If the Account ID and/or PIN are invalid, the system will display an error message.

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The screenshot shows the 'Account Setup' page of the 'Workers' Compensation Set-Aside Web Portal'. The page header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main content area is titled 'Account Setup' and contains the following text: 'Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.' and 'We also ask for your E-mail address to see if you are already associated to another account on the WCMSA Web Portal. Existing users will not be allowed to be associated to multiple accounts. New users must go through the process of creating a Login ID and Password.' Below this, a note states: 'An asterisk (*) indicates a required field.' The form fields are: 'Account ID: *' with value '1234567890', 'Personal Identification Number (PIN): *' with value 'C000', 'Account Manager's E-Mail Address: *' with value 'jsmith@abcassociates.com', and 'Re-enter E-Mail Address: *' with value 'jsmith@abcassociates.com'. A 'QUICK HELP' button with a link 'Help About This Page' is on the right. At the bottom are 'Previous' and 'Next' buttons.

Account Setup

Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.

We also ask for your E-mail address to see if you are already associated to another account on the WCMSA Web Portal. Existing users will not be allowed to be associated to multiple accounts. New users must go through the process of creating a Login ID and Password.

An asterisk (*) indicates a required field.

Account ID: * 1234567890

Personal Identification Number (PIN): * C000

Account Manager's E-Mail Address: * jsmith@abcassociates.com

Re-enter E-Mail Address: * jsmith@abcassociates.com

[QUICK HELP](#)
[Help About This Page](#)



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Slide notes

The system will also validate your e-mail address to determine if you already have a Login ID. If the system detects you are already associated with another WCMSAP account, as either an Account Manager or Account Designee,

the system will prevent you from registering as the Account Manager for this account.

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**Workers' Compensation Set-Aside Web Portal**

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Account Setup

Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.

We also ask for your E-mail address to see if you are already associated to another account on the WCMSA Web Portal. Existing users will not be allowed to be associated to multiple accounts. New users must go through the process of creating a Login ID and Password.

An asterisk (*) indicates a required field.

Account ID: *

Personal Identification Number (PIN): *

Account Manager's E-Mail Address: *

Re-enter E-Mail Address: *

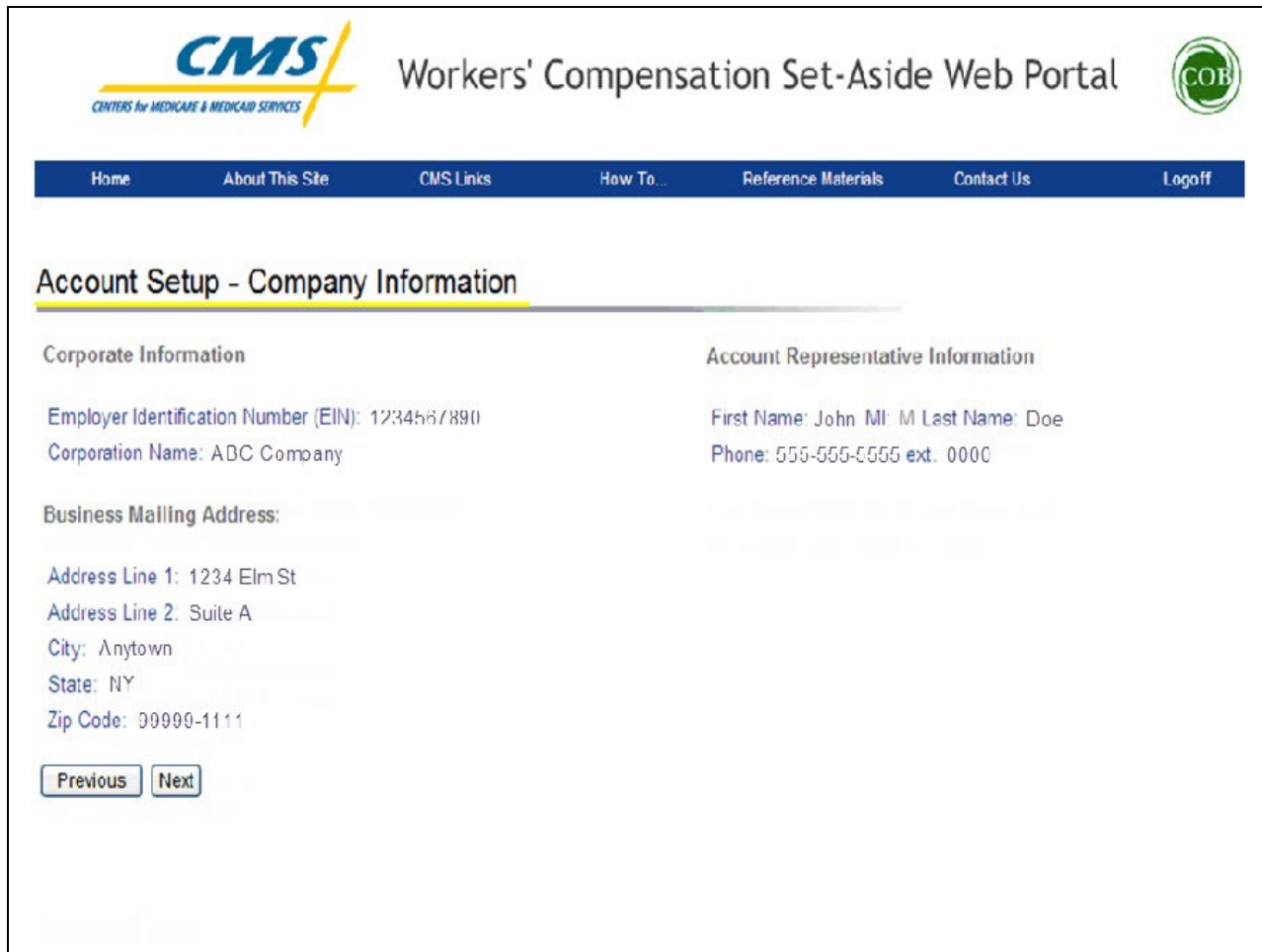
QUICK HELP
[Help About This Page](#)

Slide notes

Additionally, if the system detects that another user is already registered as the Account Manager for the same account you are trying to register for, the system will display an error message.

The error message will inform you that you cannot register and it will instruct you to contact the COBC.

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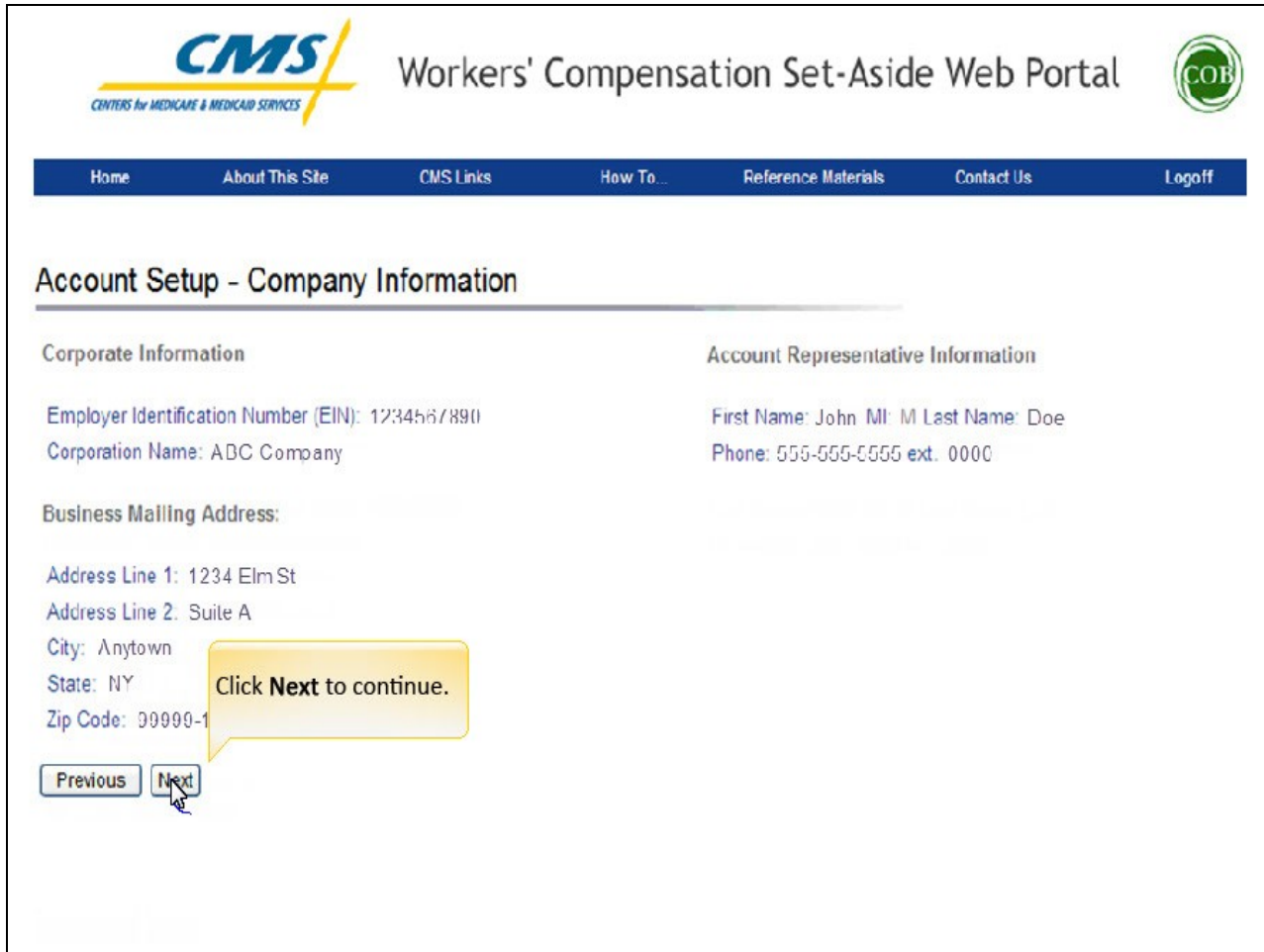
The screenshot displays the 'Account Setup - Company Information' page of the 'Workers' Compensation Set-Aside Web Portal'. The page features a header with the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main content area is divided into two columns: 'Corporate Information' and 'Account Representative Information'. The 'Corporate Information' column contains fields for Employer Identification Number (EIN), Corporation Name, Business Mailing Address (Address Line 1, Address Line 2, City, State, Zip Code), and buttons for 'Previous' and 'Next'. The 'Account Representative Information' column contains fields for First Name, Last Name, and Phone.

| Corporate Information | Account Representative Information |
|---|---------------------------------------|
| Employer Identification Number (EIN): 1234567890 | First Name: John MI: M Last Name: Doe |
| Corporation Name: ABC Company | Phone: 555-555-5555 ext. 0000 |
| Business Mailing Address: | |
| Address Line 1: 1234 Elm St | |
| Address Line 2: Suite A | |
| City: Anytown | |
| State: NY | |
| Zip Code: 99999-1111 | |
| <input type="button" value="Previous"/> <input type="button" value="Next"/> | |

Slide notes

If the system is able to validate all entered data, the Account Setup Company Information page will display. This screen will be pre-filled with the company information entered during the initial Registration process.

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The screenshot shows the 'Account Setup - Company Information' page of the 'Workers' Compensation Set-Aside Web Portal'. The page features the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main content area is divided into two columns: 'Corporate Information' and 'Account Representative Information'. The 'Corporate Information' column contains fields for Employer Identification Number (EIN), Corporation Name, Business Mailing Address (Address Line 1, Address Line 2, City, State, Zip Code), and a 'Next' button. The 'Account Representative Information' column contains fields for First Name, Last Name, and Phone. A yellow callout box with the text 'Click Next to continue.' points to the 'Next' button. A mouse cursor is hovering over the 'Next' button.

Workers' Compensation Set-Aside Web Portal

Account Setup - Company Information

Corporate Information

Employer Identification Number (EIN): 1234567890
Corporation Name: ABC Company

Business Mailing Address:

Address Line 1: 1234 Elm St
Address Line 2: Suite A
City: Anytown
State: NY
Zip Code: 99999-1

Account Representative Information

First Name: John MI: M Last Name: Doe
Phone: 555-555-5555 ext. 0000

Click **Next** to continue.

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Review the listed information. If any of this information is incorrect, contact a COBC EDI Representative to have it corrected. Click Next to continue.

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The screenshot shows the 'Account Manager Personal Information' page of the 'Workers' Compensation Set-Aside Web Portal'. The page header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: Home, About This Site, CMS Links, How To, Reference Materials, Contact Us, and Logoff. The main heading is 'Account Manager Personal Information'. Below it, instructions state: 'Please click this button if information is identical to that provided during initial registration.' and 'An asterisk (*) indicates a required field.' A 'QUICK HELP' button with the link 'Help About This Page' is on the right. The form fields are: First Name: * (text box), MI: (text box), Last Name: * (text box), E-mail Address: * (text box containing 'AAAAAAAAAAAA'), Phone: * (text box with format [] - [] - [] - ext. []), Mailing Address: Address Line 1: * (text box), Address Line 2: (text box), City: * (text box), State: * (dropdown menu with 'Select' and a blue arrow), and Zip Code: * (text box with format [] - []). At the bottom, a note states: 'You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.'

Slide notes

The Account Manager Personal Information page will display. The information entered on this page is required for subsequent communications. All fields denoted by an asterisk (*) are required.

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Workers' Compensation Set-Aside Web Portal

COB

Home About This Site CMS Links How To Reference Materials Contact Us Logoff

Account Manager Personal Information

Please click this button if information is identical to that provided during
An asterisk (*) indicates a required field.

First Name: * MI: Last Name:

E-mail Address: *

Phone: * - - ext.

Mailing Address:

Address Line 1: *

Address Line 2:

City: *

State: *

Zip Code: * -



You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.

The e-mail Address field will be populated with the Account Manager e-mail address that was entered on the Account Setup page.

Slide notes

The e-mail Address field will be populated with the Account Manager e-mail address that was entered on the Account Setup page.

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**Workers' Compensation Set-Aside Web Portal**

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Account Manager Personal Information

Please click this button if information is identical to that provided during initial registration.

An asterisk (*) indicates a required field.

First Name: *JaneMI:Last Name: *Smith

E-mail Address: *jsmith@abcassociates.com

Phone: *555-555-0000 - ext.

QUICK HELP
[Help About This Page](#)

Mailing Address:

Address Line 1: *5578 Sunny St

Address Line 2:

City: *Anytown

State: *NY

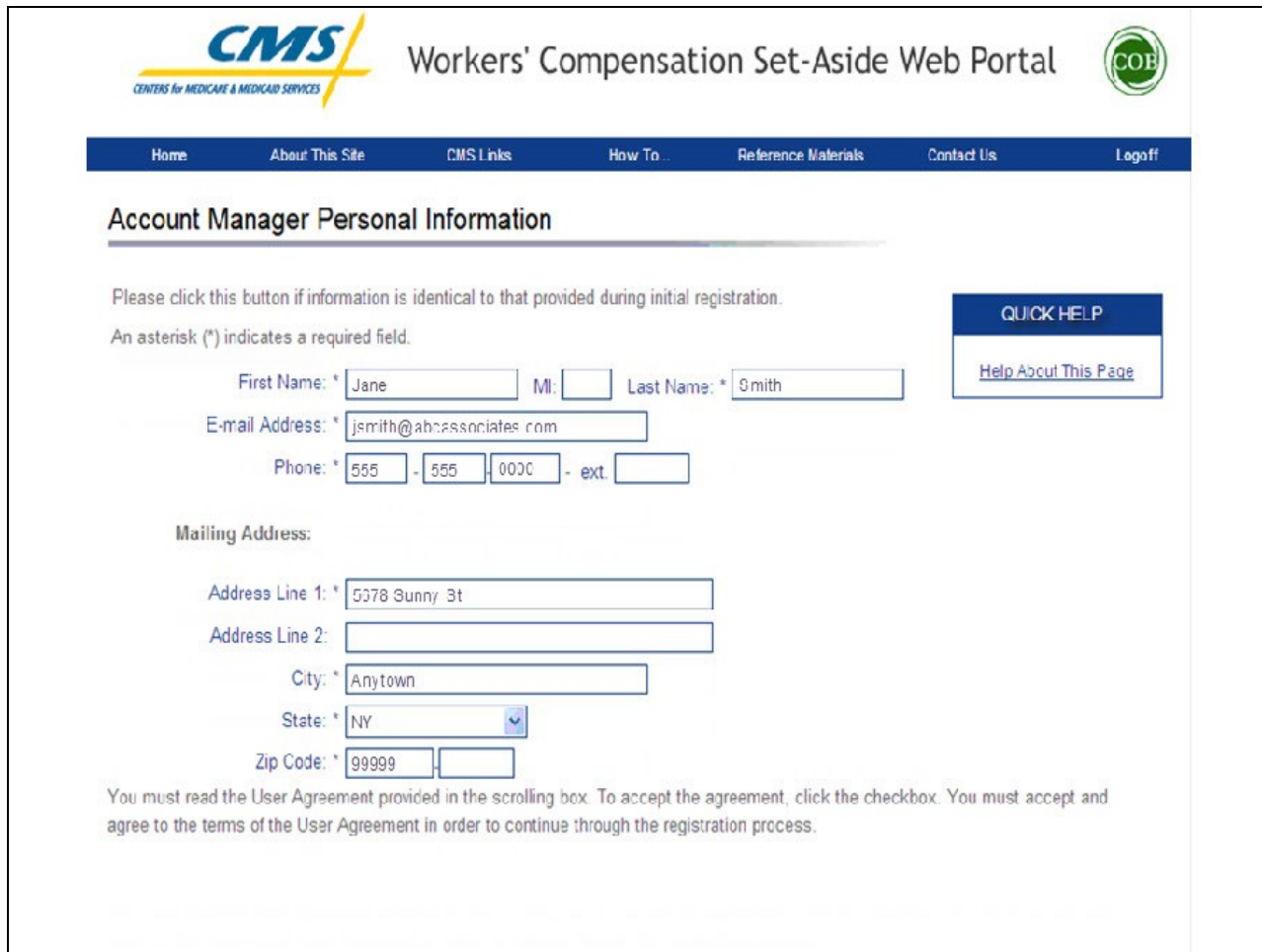
Zip Code: *99999

You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.

Slide notes

Enter the required personal information.

Slide 25 - Slide 25



The screenshot shows the 'Workers' Compensation Set-Aside Web Portal' with the CMS logo and a COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To, Reference Materials, Contact Us, and Logoff. The main heading is 'Account Manager Personal Information'. Below this, instructions state: 'Please click this button if information is identical to that provided during initial registration.' and 'An asterisk (*) indicates a required field.' A 'QUICK HELP' button with a link 'Help About This Page' is on the right. The form fields are: First Name: * Jane, MI: [empty], Last Name: * Smith, E-mail Address: * jsmith@abcassociates.com, Phone: * 555 - 555 - 0000 - ext. [empty], Mailing Address: Address Line 1: * 5578 Sunny St, Address Line 2: [empty], City: * Anytown, State: * NY (dropdown), and Zip Code: * 99999. At the bottom, a note says: 'You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.'

Slide notes

When the Account Manager information has been entered, scroll down to view the User Agreement and Privacy Policy. Accept the User Agreement, then click Next. The system requires you to click "I accept" in order to continue the Account Setup.

Note: You can register as an Account Manager for an account if you are already a registered Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA) Mandatory Reporting user.

Slide 26 - Slide 26

The screenshot shows a web portal for the Centers for Medicare & Medicaid Services (CMS). The page title is "Workers' Compensation Set-Aside Web Portal". The CMS logo is on the left, and a "COB" logo is on the right. A navigation bar at the top contains links: Home, About This Site, CMS Links, How To, Reference Materials, Contact Us, and Logoff. The main heading is "Account Manager Personal Information". Below this, there is a note: "Please click this button if information is identical to that provided during initial registration." and "An asterisk (*) indicates a required field." On the right, there is a "QUICK HELP" button with a link "Help About This Page". The form fields are: First Name: * Jane, MI: [empty], Last Name: * Smith, E-mail Address: * jsmith@abcassociates.com, Phone: * 555 - 555 - 0000 - ext. [empty], Mailing Address: Address Line 1: * 5578 Sunny St, Address Line 2: [empty], City: * Anytown, State: * NY (dropdown), and Zip Code: * 99999. At the bottom, there is a checkbox for accepting the User Agreement.

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Workers' Compensation Set-Aside Web Portal

COB

Home About This Site CMS Links How To Reference Materials Contact Us Logoff

Account Manager Personal Information

Please click this button if information is identical to that provided during initial registration.

An asterisk (*) indicates a required field.

QUICK HELP
[Help About This Page](#)

First Name: * Jane MI: [] Last Name: * Smith

E-mail Address: * jsmith@abcassociates.com

Phone: * 555 - 555 - 0000 - ext. []

Mailing Address:

Address Line 1: * 5578 Sunny St

Address Line 2: []

City: * Anytown

State: * NY [v]

Zip Code: * 99999 []

You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.

Slide notes

The system will confirm that all required fields have been entered before allowing you, the Account Manager, to continue with the Account Setup process.

The system will display an error message if you submit incomplete or invalid information (i.e., the entered information does not pass the WCMSAP edits).

Slide 27 - Slide 27

The screenshot shows the 'Workers' Compensation Set-Aside Web Portal' with the CMS logo and a COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main heading is 'Account Manager Login Information'. Below this, a paragraph explains that the security information requested will allow the system to authenticate the user's identity. A 'QUICK HELP' box with a 'Help About This Page' link is on the right. A list of password requirements is provided, followed by a note that an asterisk indicates a required field. The login form includes fields for Login ID, Password, and Re-enter Password. Below these are security questions and answers. At the bottom are 'Previous' and 'Next' buttons.

CMS Workers' Compensation Set-Aside Web Portal **COB**

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Account Manager Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided the access and updating privileges restricted to the Account Manager.

Choose your Login ID and password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (*) indicates a required field.

Login ID *

Password *

Re-enter Password *

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Choose Security Questions and Provide Answers

Security Question 1 *

Answer 1 *

Security Question 2 *

Answer 2 *

Slide notes

If you are a new user, the Account Manager Login Information page displays.

Note: If you have already registered to use the WCMSAP, this page will not display and you will not be prompted to create a Login ID and Password.

Slide 28 - Slide 28

Login ID and Password

- Login ID
 - Must be 7 characters
 - Must be in the format of AA999AA
 - Cannot be same as Password
- Password
 - Must be changed every 60 days
 - Must be 8 characters in length
 - Must contain at least one upper case letter, one lower case letter, one number, and one special character
 - Cannot be changed more than once per day
 - Cannot contain 4 consecutive characters from previous password
 - Must be different from last 6 passwords
 - Cannot contain a reserved word

Slide notes

New users must set up a Login ID and Password (using the following guidelines):

Login IDs must be 7 characters

Login IDs must be in the format of AA999AA

Login ID and Password cannot be the same

Passwords must be changed every 60 days

Passwords must be 8 characters in length

Passwords must contain at least one upper case letter, one lower case letter, one number, and one special character

Passwords cannot be changed more than once per day

Passwords cannot contain 4 consecutive characters from the previous password

Passwords must be different from the last 6 Passwords

Passwords cannot contain a reserved word

(Password, welcome, hcfa, cms, system, medicare, medicaid, temp, letmein, god, sex, money, quest, 1234, or f20asya, ravens, redskin, orioles, bullets, capitol, Maryland, terps, doctor,

567890, 12345678, root, bossman, january, february, march, april, may, june, july, august, september, october, november, december, ssa, firewall, citic, admin, unisys, pwd, security, 76543210, 43210, 098765,

iraq, ois, tmg, internet, intranet, extranet, att, Lockheed)

Slide 29 - Slide 29

The screenshot shows the 'Account Manager Login Information' page of the 'Workers' Compensation Set-Aside Web Portal'. The page features a CMS logo (Center for Medicare & Medicaid Services) and a COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main content area explains the security requirements for login and provides a list of password rules. A 'QUICK HELP' button with a link to 'Help About This Page' is located on the right. The login form includes fields for Login ID, Password, and Re-enter Password, all marked as required. Below the password fields, there are sections for Security Questions, with two questions and their corresponding answers. 'Previous' and 'Next' buttons are at the bottom left.

Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Account Manager Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided the access and updating privileges restricted to the Account Manager.

Choose your Login ID and password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (*) indicates a required field.

Login ID *

Password *

Re-enter Password *

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Choose Security Questions and Provide Answers

Security Question 1 *

Answer 1 *

Security Question 2 *

Answer 2 *

Slide notes

The security information requested on this page will allow the system to authenticate your identity each time you log in to the WCMSAP. Choose your Login ID and Password carefully.

Slide 30 - Slide 30

CMS Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Logout

Account Manager Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided the access and updating privileges restricted to the Account Manager.

Choose your Login ID and password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About T

An asterisk (*) indicates a required field.

Login ID *

Password *

Re-enter Password *

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Choose Security Questions and Provide Answers

Security Question 1 *

Answer 1 *

Security Question 2 *

Answer 2 *

QUICK HELP

[Help About This Page](#)

Create your Login ID, and enter and re-enter a Password.

The Security Questions will allow you to access your Login ID and reset your Password in the event you forget either one.

Slide notes

Create your Login ID, and enter and re-enter a Password. You will use your Login ID and Password to enter the WCMSAP site and manage the account, manage designees, create and view cases, and upload file attachments.

The Security Questions will allow you to access your Login ID and reset your Password in the event you forget either one.

Slide 31 - Slide 31

The screenshot shows the 'Account Manager Login Information' page of the CMS Workers' Compensation Set-Aside Web Portal. The page includes a navigation bar with links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. A 'QUICK HELP' button with a link to 'Help About This Page' is also present.

Account Manager Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided the access and updating privileges restricted to the Account Manager.

Choose your Login ID and password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list).

An asterisk (*) indicates a required field.

Login ID *

Password *

Re-enter Password *

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Choose Security Questions and Provide Answers

Security Question 1 *

Answer 1 *

Security Question 2 *

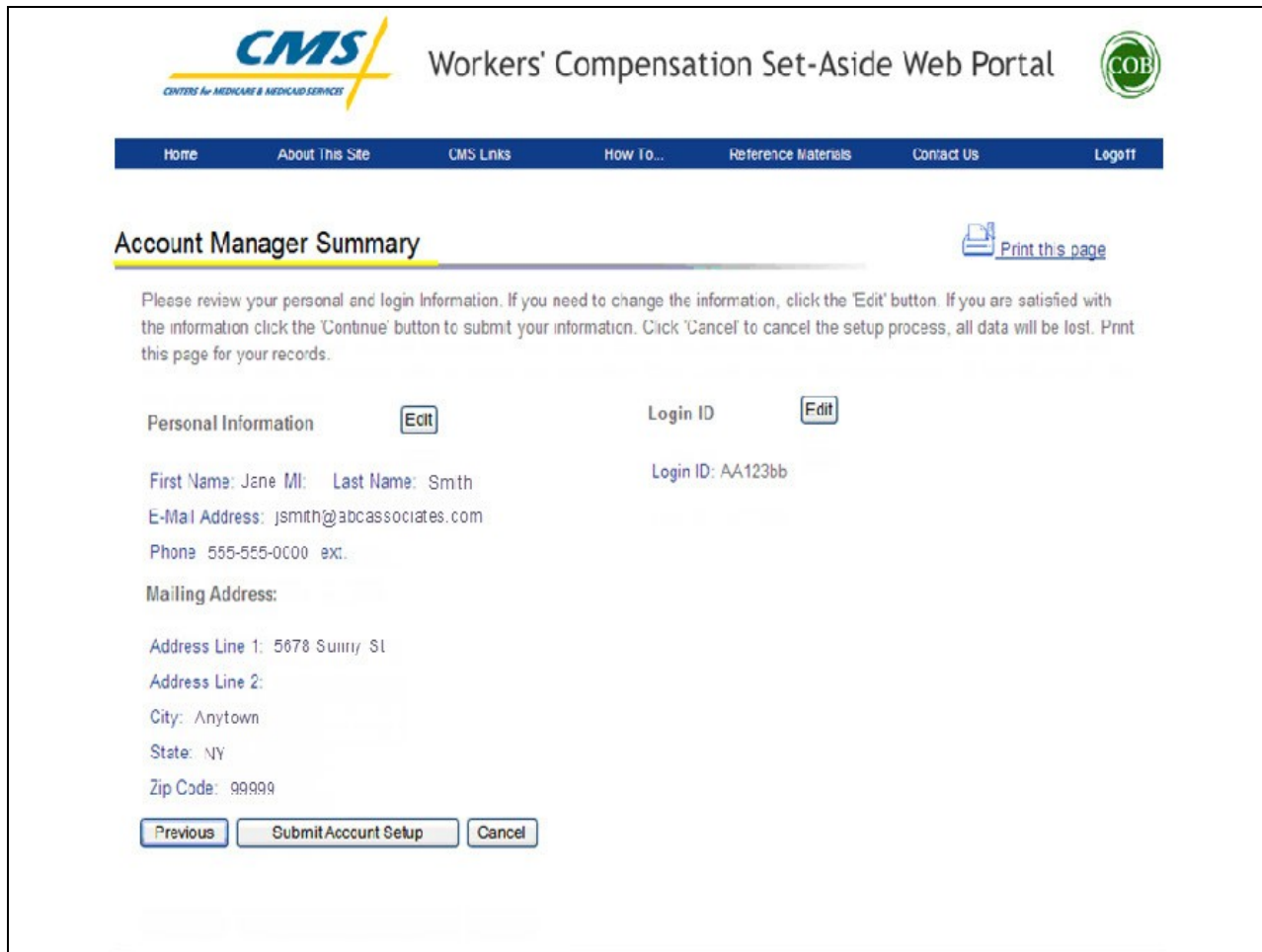
Answer 2 *

At the bottom, there are 'Previous' and 'Next' buttons. A yellow callout box with the text 'Click Next to continue.' points to the 'Next' button.

Slide notes

When you have completed the Account Manager Login Information page, click Next to continue.

Slide 32 - Slide 32



The screenshot displays the 'Workers' Compensation Set-Aside Web Portal' with the CMS logo and a COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main heading is 'Account Manager Summary', accompanied by a 'Print this page' link. A paragraph of instructions follows, advising users to review their personal and login information and providing instructions for the 'Edit', 'Continue', and 'Cancel' buttons. The form is divided into two sections: 'Personal Information' and 'Login ID', each with an 'Edit' button. The 'Personal Information' section includes fields for First Name (Jane M.), Last Name (Smith), E-Mail Address (jsmith@abcassociates.com), Phone (555-555-0000 ext.), and Mailing Address (Address Line 1: 5678 Sunny St., Address Line 2: , City: Anytown, State: NY, Zip Code: 99999). The 'Login ID' section shows the ID as AA123bb. At the bottom, there are three buttons: 'Previous', 'Submit Account Setup', and 'Cancel'.

Workers' Compensation Set-Aside Web Portal

Account Manager Summary [Print this page](#)



Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.

| | |
|---|---|
| Personal Information <input type="button" value="Edit"/> | Login ID <input type="button" value="Edit"/> |
| First Name: Jane M. Last Name: Smith | Login ID: AA123bb |
| E-Mail Address: jsmith@abcassociates.com | |
| Phone: 555-555-0000 ext. | |
| Mailing Address: | |
| Address Line 1: 5678 Sunny St. | |
| Address Line 2: | |
| City: Anytown | |
| State: NY | |
| Zip Code: 99999 | |
| <input type="button" value="Previous"/> <input type="button" value="Submit Account Setup"/> <input type="button" value="Cancel"/> | |

Slide notes


The Account Manager Summary page will display next. This page shows all of the information entered during Account Setup.

Slide 33 - Slide 33

**Workers' Compensation Set-Aside Web Portal**

HomeAbout This SiteCMS LinksHow To...Reference MaterialsContact UsLogout

Account Manager Summary

 [Print this page](#)

Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.

| | | | |
|---|-------------|-------------------|-------------|
| Personal Information | Edit | Login ID | Edit |
| First Name: Jane MI: Last Name: Smith | | Login ID: AA123bb | |
| E-Mail Address: jsmith@abcassociates.com | | | |
| Phone: 555-555-0000 ext. | | | |
| Mailing Address: | | | |
| Address Line 1: 5678 Sunny St | | | |
| Address Line 2: | | | |
| City: Anytown | | | |
| State: NY | | | |
| Zip Code: 99999 | | | |
| <div>PreviousSubmit Account SetupCancel</div> | | | |

Slide notes

You may print this page for your records.




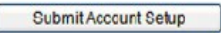

Slide 34 - Slide 34

CMS CENTERS for MEDICARE & MEDICAID SERVICES **Workers' Compensation Set-Aside Web Portal**

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Account Manager Summary [Print this page](#)

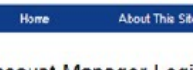

Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.

| | |
|---|---|
| Personal Information  | Login ID  |
| First Name: Jane MI: Last Name: Smith | Login ID: AA123bb |
| E-Mail Address: jsmith@abcassociates.com | |
| Phone: 555-555-0000 ext. | |
| Mailing Address: | |
| Address Line 1: 5678 Sunny St | |
| Address Line 2: | |
| City: Anytown | |
| State: NY | |
| Zip Code: 99999 | |
|    | |

Slide notes

All information should be reviewed and verified before continuing. You may return to specific sections to correct or change the previously entered information by clicking the Edit button next to the section that needs to be modified.

Slide 35 - Slide 35

Workers' Compensation Set-Aside Web Portal

[Home](#)
[About This Site](#)
[CMS Links](#)
[How To...](#)
[Reference Materials](#)
[Contact Us](#)
[Logout](#)

Account Manager Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided the access and updating privileges restricted to the Account Manager.

Choose your Login ID and password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 6 passwords.
- Password cannot contain a reserved word. (See Help About This Page for a complete list)

An asterisk (*) indicates a required field.

Login ID *

AA123bs

Password *

Reenter Password *

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Choose Security Questions and Provide Answers

Security Question 1 *

What is your mother's middle name?

Security Question 2 *

Click **Next** to return to the Account Manager Summary page.

Previous

Next

Slide notes

This will return you to the applicable page (Personal Information, Mailing Address or Login ID) to make modifications. Once all corrections have been made, click Next at the bottom of that page to navigate back to the Account Manager Summary page.

Slide 36 - Slide 36

The screenshot shows the 'Account Manager Summary' page of the CMS Workers' Compensation Set-Aside Web Portal. The page has a blue header with the CMS logo and navigation links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logout. A green COB logo is in the top right. The main content area has a title 'Account Manager Summary' and a 'Print this page' link. Below is a paragraph of instructions. The form is divided into two sections: 'Personal Information' and 'Login ID', each with an 'Edit' button. The 'Personal Information' section contains fields for First Name (Jane M), Last Name (Smith), E-Mail Address (jsmith@abcassociates.com), and Phone (555-555-0000 ext.). The 'Mailing Address' section contains fields for Address Line 1 (5678 Sunny St), Address Line 2, City (Anytown), State (NY), and Zip Code (99999). At the bottom are three buttons: 'Previous', 'Submit Account Setup', and 'Cancel'. A yellow callout box points to the 'Submit Account Setup' button with the text 'Click the Submit Account Setup button.'

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Workers' Compensation Set-Aside Web Portal

COB

Home About This Site CMS Links How To... Reference Materials Contact Us Logout

Account Manager Summary

[Print this page](#)

Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.

Personal Information

First Name: Jane M Last Name: Smith
E-Mail Address: jsmith@abcassociates.com
Phone: 555-555-0000 ext.

Login ID

Login ID: AA123bb

Mailing Address:


Address Line 1: 5678 Sunny St
Address Line 2:
City: Anytown
State: NY
Zip Code: 99999

Click the **Submit Account Setup** button.

Slide notes

After you have verified that all entered information is correct, click the Submit Account Setup button to submit the information.

Slide 37 - Slide 37




Workers' Compensation Medicare Set-Aside Web Portal



About This Site CMS Links How To... Reference Materials Contact Us

Thank You

 [Print this page](#)

You have successfully completed the Account Setup for the Workers' Compensation Medicare Set-Aside Web site and established yourself as the Account Manager for the Account ID. Please print this page for your records.

Next Steps

You may return to the Workers' Compensation Medicare Set-Aside Web site Welcome page, login using the Login ID and Password you just created to access accounts associated to your ID.


Please note: when returning your profile to the COBVA mailbox, please write "WCMSAP Profile Report" in the subject line. This is so the EDI Reps responsible for routing COBVA messages know to who they should send profile reports.

You can visit the Workers' Compensation Medicare Set Aside page at [Workers' Compensation Set-Aside Welcome Page](#)

Slide notes

The system will display a Thank You page with instructions for your next steps after successful Account Setup.

Slide 38 - Slide 38



The screenshot displays the 'Workers' Compensation Medicare Set-Aside Web Portal' header with the CMS logo and a COB logo. A navigation bar includes links for 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. The main content area features a 'Thank You' heading, a 'Print this page' button, and a confirmation message: 'You have successfully completed the Account Setup for the Workers' Compensation Medicare Set-Aside Web site and established yourself as the Account Manager for the Account ID. Please print this page for your records.' Below this, a 'Next Steps' section provides instructions on returning to the Welcome page using login credentials and a note about COBVA mailbox communication. A yellow callout box highlights the instruction to click the 'Workers' Compensation Medicare Set-Aside Welcome Page' link. A blue arrow points from the bottom of the slide to this link.

Thank You

[Print this page](#)

You have successfully completed the Account Setup for the Workers' Compensation Medicare Set-Aside Web site and established yourself as the Account Manager for the Account ID. Please print this page for your records.

Next Steps

You may return to the Workers' Compensation Medicare Set-Aside Web site Welcome page, login using the Login ID and Password you just created to access accounts associated to your ID.

Please note: when returning your profile to the COBVA mailbox, please write "WCMSAP Profile R" responsible for routing COBVA messages know to who they should send profile reports.

You can visit the Workers' Compensation Medicare Set Aside page at [Workers' Compensation Set-Aside Welcome Page](#)

Click the **Workers' Compensation Medicare Set-Aside Welcome Page** link to return to the *Welcome* page.

Slide notes

Click the Workers' Compensation Medicare Set-Aside Welcome Page link to return to the Welcome page.

Slide 39 - Slide 39

Next Steps

- Account Setup complete
- Registered as Account Manager
 - Control administration of WCMSAP account
- Account Manager will receive Profile Report from COBC via e-mail
 - Review, sign, and return to COBC
 - Cannot submit, view or create cases until the signed Profile Report is received by the COBC
- Login to the account to maintain account and case information, upload and replace documents, submit cases, and manage Designee access
- You may manage the entire account or invite other company employees to assist as Account Designees
 - Login to the WCMSAP site using the Login ID and Password you created during the Account Setup process to add Designees

Slide notes

You have successfully setup the account and registered yourself as the Account Manager. As the Account Manager, you control the administration of the WCMSAP account.

You will receive a Profile Report from the COBC via e-mail, which must be reviewed for accuracy then signed and returned to the COBC. You cannot submit, view, or create cases until the signed Profile Report is received by the COBC.

After the report has been received by the COBC, you can login to the account to maintain account and case information, upload and replace documents, submit cases, and manage Designee access.

You may choose to manage the entire account or you may invite other company employees to assist as Account Designees.

To add Designees, you must login to the WCMSAP site using the Login ID and Password you created during the Account Setup process.

Slide 40 - Slide 40

Next Steps

- E-mail notification sent to you and Account Representative
 - Includes Profile Report
 - All information previously recorded during registration
 - Additional information provided during Account Setup
 - Contact the COBC EDI Department if you do not receive Profile Report after 10 business days
- You or Account Representative will have 60 business days to review, sign, and return Profile Report to COBC
 - When returning the signed Profile Report via e-mail, use “WCMSAP Profile Report” in the subject line
 - If not received within timeframe, account will be deleted on the 60th business day and you must restart registration process over

Slide notes



Upon completion of all information for the Account Setup, an e-mail notification will be sent to you and the Account Representative. The e-mail will also include a Profile Report, noting all information previously recorded during registration,

and any additional information provided during the Account Setup. It may take up to 10 business days to receive the Profile Report. Contact the COBC EDI Department if you do not receive a Profile Report after 10 business days.

You or the Account Representative will have 60 business days to review, sign, and return the Profile Report to the COBC. When returning the signed Profile Report via e-mail, use “WCMSAP Profile Report” in the subject line.

If a signed Profile Report is not received within that timeframe, the account will be automatically deleted on the 60th business day. If the account is deleted, you must start the registration process from the beginning.

Slide 41 - Slide 41



You have completed the WCMSAP Account Setup course.
The information in this course can be referenced by using
the document at the link below:
[https://www.cob.cms.hhs.gov/WCMSA/help/userManual
/WCMSAUserManual.pdf](https://www.cob.cms.hhs.gov/WCMSA/help/userManual/WCMSAUserManual.pdf).

Slide notes